

Property Address: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Box is for Staff Use Only



30 Montgomery Street Suite 1400  
Jersey City, NJ 07302-3821  
Phone: 201.547.5010  
Fax: 201.547.4323

## Demolition Permit Instructions

At present the Historic Preservation Officer reviews all applications for demolition throughout the City in order to verify the age of the building or structure under consideration. The purpose of this review is to establish the age of the building in accordance with Chapter 105 Building Demolition of the City Code. This is done as a service to property owners in order to establish that a building is not 150 years old or older.

For review of the demolition request, please submit to this office the following:

1. Current color photographs of the exterior of the building, showing details if any.
2. A photocopy of the 1938 tax assessment card: both front and back.
3. An enlargement of the photograph on the 1938 tax assessment card.
4. A certification by the owner of the building that the building is/not 150 years old or older for concurrence.
5. The demolition Permit Application for staff signature.
6. The demolition Permit Application jacket for staff initials.

Staff will review these requests on a first in / first out basis and provide a memorandum to the Construction Code Official regarding the age of the building as soon as their research is complete. This process can take up to approximately 10 days for a complete review. In extraordinary cases, it might be advisable to have staff of the Historic Preservation Office visit the building if the photographic or cartographic evidence is unclear.

This office *will also accept* a certification by an historian or architectural historian who meets the qualifications set out in The Secretary of the Interior's Professional Qualifications Standards (36 CFR 61 and Federal Register 48:44738-44739) as evidence of the age of a building.

Please fill out the information below and include this sheet with the required documentation.

Property Address: \_\_\_\_\_

Name & Contact Number: \_\_\_\_\_